

ST. CHARLES PARISH LIBRARY

Board of Control Meeting

July 19, 2016

6:00 p.m.

MINUTES

A regular meeting of the St. Charles Parish Library Board of Control was held at 6:00 p.m., Tuesday, July 19, 2016, in Council Chambers at the courthouse in Hahnville.

Members present: Tammy Windmann, Glenn Gros, Steve Wilson, Ralph DeRoche, and Terrell Wilson.

Members absent: Celeste Uzee, Deborah Raziano, and Larry LaBorde

Staff present: Leann Benedict, Lauren Pitz, Tammy Chiasson, and Kenneth Breaux

Others: Kenny J. Guidry

Mrs. Windmann called the meeting to order and asked for a moment of silent prayer, which was followed by the Pledge of Allegiance.

Mrs. Windmann asked for approval of the minutes of the May 17, 2016 meeting. Mr. Gros moved that the minutes be approved as mailed. Mr. DeRoche seconded the motion, and the motion passed unanimously.

The attendance report for board members was completed.

The next agenda item was Public Comment. There were no requests for public comment.

The next agenda item was the Librarian's Report. Mrs. Benedict gave the following report:

Our Summer Reading Program is in full swing and has been going very well. We've received a lot of compliments on the Summer Event Guide that was mailed to all St. Charles Parish residents, and it has brought in a lot of new faces to our events. So far we have had over 2000 patrons sign up for our summer reading programs and over 700 have already reached their completion goal (360 minutes of reading for children and teens and 6 books for adults). We have held a total of over 230 programs so far this summer with more than 4600 in attendance.

On June 11th we held our 6th annual teen lock-in. 77 teenagers, 26 staff members, and 7 volunteers (including one Entergy Waterford 3 employee), spent the night in the library. Our theme this year was "Game On!". Attendees spent the night making crafts, enjoying pizza and snacks, playing our mega giant games, X-box, Wii, Minecraft, laser tag, and virtual reality games. A great time was had by all!

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The summer reading program will come to a close on July 31st. We encourage all of our patrons to keep reading and to make sure that they come in and pick up their prize once they have completed the program. We want to again thank Entergy Waterford 3 for their generous grant sponsoring this year's summer reading program.

As we begin to wrap up our summer reading program we are already in the planning stages for the Fall. Our children's and teen staff are busy scheduling and preparing for the many visits they will make to the schools for open houses and meet-n-greets. These provide us with a great opportunity to tell parents and students about the many great resources that we have available for our students. We have partnered with Destrehan Plantation to present an ongoing lecture series: Beyond the History Books, which will address history that has been overlooked in the classroom. The first series of three lectures will be held in August, and the second set in November. Other partners in the series are the Historic New Orleans Collection and Le Musée de f.p.c., a house museum honoring the legacy of New Orleans' free people of color.

In staffing news, Jessica Delgado and I attended the annual American Library Association Conference in Orlando at the end of June. We both learned a lot and enjoyed the opportunity to learn from our colleagues from across the country. As a reminder, the Trustees Section of the Louisiana Library Association will be hosting a workshop for library trustees at various locations throughout the state in August and September. The three closest to here will be held on September 1st in Lafayette, September 6th in Metairie and on September 8th in Baton Rouge. If any of you are interested in attending one of the sessions please let me know and the library will take care of registering you.

Last, the parish will be holding its public hearing to adopt millage rates on August 15th at 6:00pm. The library's rate is being proposed to be set at 4.53. While this is higher than our current rate of 4.45, we anticipate that our revenues will be lower next year than they were this year. I will be attending that council meeting.

The next agenda item was Communications. There were no communications to be taken up.

The first item of unfinished business taken up was the West Regional renovation status. Mrs. Windmann asked Mrs. Benedict to update the board on the status of the project. Mrs. Benedict informed the board that construction is moving along and that she had been over at the building that morning. Most of the new electrical and data cabling has been run. The contractors have already begun priming and painting some of the interior walls. They are starting to lay flooring on the second floor. They have started laying new ceiling tiles in the planetarium and the upstairs meeting room. Installation of some of the new HVAC systems has already begun. On the exterior, they have already removed the concrete from the front entryway and are working on preparing that area for the new entry and sidewalk. Work has begun on installing the new handicap accessible ramp from the parking lot to the sidewalk.

The next item of unfinished business was the procedures for change orders. Mrs. Windmann explained that at the previous meeting, the board had expressed interest in setting a threshold for the Director to be able to approve change orders for submission to the parish council without

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going to the library board first. Mrs. Benedict investigated what other libraries do and shared this information with the board. After some discussion, Mr. Gros made a motion that the board set the amount at \$20,000. Mr. Steve Wilson seconded the motion and the motion passed unanimously.

The next item of unfinished business was the status of the Norco Branch project. Mrs. Windmann asked Mrs. Benedict for an update. Mrs. Benedict informed the board that no major changes had been made to the plans shared at the previous meeting. A question had come up at the last meeting about whether there were going to be windows along the back wall of the addition to the building and Mrs. Benedict confirmed that they do plan to put in some ribbon windows to help bring in some natural light. Mrs. Benedict informed the board that she has been working closely with the architects to try and lower the anticipated cost of the project. Last year at this time, the estimated cost of the Norco construction was \$953,000. The cost estimate had increased over the past year to a little over \$1,036,000. Mrs. Benedict and the architect have been investigating options for bringing that estimated cost back under \$1,000,000 without decreasing the size of the building.

The next item of unfinished business was the Paradis Branch Playground Equipment. Mrs. Benedict informed the board that she had finally received an answer from the library's insurance company as to whether they would have any issues with the parish putting playground equipment on the property where the Paradis Branch Library is. The insurance company has advised that the underwriter is fine with it as long as the parish will be responsible for the installation, operation, and upkeep of the equipment and as long as the parish provides the library with a Certificate of Coverage showing that the playground equipment is covered under the parish policy. Also, Mr. Duane Foret, Director of Parks and Recreation, had informed Mrs. Benedict in an e-mail that the surface of the playground would be mulch, like at 90% of their playground sets, and that the timeline would be about 3-4 months once a layout and equipment is agreed upon. They do have to put the project out for bid. Mr. Kenny Guidry was at the meeting as a representative for Parks and Recreation to answer any questions that the board had. After some discussion, Mr. Steve Wilson made a motion that the board give approval to the parish to put the playground equipment by the Paradis Branch Library with the understanding that the parish would be responsible for the installation, operation and upkeep and that the parish would provide the library with a Certificate of Coverage showing that the equipment is covered by the parish insurance. Mr. DeRoche seconded the motion and the motion passed unanimously.

The only item of new business was the West Regional Library Renovation Change Order No. 1. Mrs. Windmann asked Mrs. Benedict to explain the change order request. Mrs. Benedict gave a brief summary of each of the change order items. Mrs. Benedict informed the board that the final amount for the change order was actually going to be \$224.13 less than what had been submitted in the agenda because of some equipment that the library would be providing under COR #4 (the second floor IT closet), bringing the total for the change order request to \$30,734.86. After some discussion Mr. Gros made a motion to approve the change order. Mr. Steve Wilson seconded the motion and the motion passed unanimously.

The final agenda item was Public Comment. There were no requests for public comment.

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There being no further business, Mrs. Windmann called for a motion to adjourn. Mr. Steve Wilson moved that the meeting be adjourned. Mr. Gros seconded the motion, and the meeting was adjourned.

APPROVED:

Celeste Uzee, President
St. Charles Parish Library Board

Leann Benedict, Secretary
St. Charles Parish Library Board